

TEXAS BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS

JOB VACANCY NOTICE

Functional/Working Title:	Human Resource Specialist
State Classification and Number:	Human Resource Specialist III - B18 1733 Human Resource Specialist - IV B20 1735
Military Occupational Codes:	Army -42A, 79R, 79S, 79T, 79V, 42B, 42H, 70F, 420A; Navy -NC, NCC, NCR, PS, YN, YNS, 120X, 168X, 641X, 741X; Coast Guard -YN, PERS, RCM10, SEI11; Marine -0111, 0147, 0171, 48218411, 8412, 8421, 8422, 0102, 0170, 4801, 4802, 4803, 4804, 4810, 8840; Air Force -3F0X1, 3F3X1, 3F4X1, 3F5X1, 3G0X1, 8A100, 8R000, 8R200, 8R300, 38FX, 83R0, 87Z0, 99G0
Salary and Salary Group:	HR Specialist III – B18 - \$4,333.33 HR Specialist IV – B20 - \$5,000.00
Years of Experience:	4 years
Division:	Executive
Review of Job Description & Responsibilities:	Annually
Immediate Supervisor's Title:	Executive Director
Position to Which Immediate Supervisor Reports:	Board Chair
Job Posting No.:	460-LSK-102721
Closing Date:	December 6, 2021

During the interview process, applicants may be required to perform a writing exercise. Only applicants who are interviewed will receive written notification of non-selection.

POSITION DESCRIPTION AND RESPONSIBILITIES

The Human Resource Specialist position requires strong attention to detail in the administration of human resources ensuring compliance with federal and state laws. In this position the candidate will:

- Recommend, review, and implement agency policies and procedures while meeting statutory regulations and laws.
- Develop programs to assist with employee relations, organizational change and policy development.
- Conduct annual personnel classification review.
- Serve as Benefits, Family Medical Leave, Sick Leave Pool, and Summer Enrollment coordinator.
- Processing and enter data for workforce administration protocol and payroll actions in CAPPS HR/Payroll/Recruit and other internal databases.
- Serve as Department of Public Safety Criminal History Record administrator

This position works under minimal supervision with latitude for the use of initiative and independent judgment. This position will be interviewed and selected by the Executive Director and Division Directors and reports directly to the Executive Director.

This position is eligible for telecommuting some percentage of the work week but may require team members to come into the office for scheduled meetings and may be required for other unscheduled requests with 72-hour notice for any TBPELS business need. Travel and use of rental or personal vehicle may be necessary. A candidate for teleworking must have a secure, dedicated workspace with Internet service, ability to maintain a reliable consistent work schedule and be available for weekly meetings and group collaboration via Microsoft Teams, Zoom, and other applications during regular business hours.

Applicants should clearly describe on their application how they meet the minimum qualifications for the position. Qualifications may be verified through testing.

QUALIFICATIONS

The Human Resource Specialist will possess:

- Knowledge of personnel policies, procedures, and processes as related to processing Personnel Action Forms (PAFs) and functional job descriptions.
- Skills necessary to operate application tracking systems including Work In Texas and CAPPS Recruit. Ability to evaluate applicant qualifications while analyzing job requirements to hire for vacancies.
- Knowledge of HR procedures and policies
- Ability to maintain confidential and sensitive information.
- Knowledge of MS Word, MS Excel, MS Outlook, MS Access, CAPPS, CAPPS Recruit and other related software.

- Overseeing new employee onboarding
- Applicable skills to perform exit interviews
- Skills necessary to serve as Worker's Compensation Claims Coordinator for the agency by reporting and processing workplace accidents and or injuries to SORM.
- Professional and courteous demeanor in responding to routine questions from internal and external customers.
- Adaptability to performing other duties as assigned.
- Excellent customer service and communication skills; presenting information in front of groups and individuals

Other desirable qualifications include knowledge and experience in:

- Knowledge of State of Texas HR procedures.
- Served as the additional duty safety officer, safety risk manager
- Professional development and training courses to meet continuing education needs and requirements of positions to include mandatory training courses.
- Minimum four years Human Resources experience in Texas state government; minimum two years of CAPPs experience

EDUCATION

Graduation from an accredited four-year college or university with major course work in Human Resources Management, Business Administration, Organizational Development, or a related field. Four to eight years of human resources and administrative office experience preferred. May be certified PHR, SHRM-CP or relevant certification. Education and experience may be substituted on a year-for-year basis.

Other

In accordance with applicable standards, Texas Board of Professional Engineers and Land Surveyors will conduct a criminal history check with the Texas Department of Public Safety on all finalists for this position. TBPELS is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status in employment or in its activities. Minorities, veterans, and disabled applicants are encouraged to apply.

Physical requirements and environmental settings: Work environment is non-smoking. While performing duties of position, must be able to work extended periods at a computer, with telephone, printer noise, overall busy with moderately high noise levels. Normal office building, common areas; may have exposure to dust and environmental allergens consistent with normal business activities and human contact.

Performing tasks requiring fine motor skills and coordination; safe lifting and may carry item weighing up to 30 pounds. Work may also involve extensive telephone usage and repetitive hand/writ/finger motions while using the computer.

RELATED MILITARY OCCUPATIONAL SPECIALTY CODES:

Army-42A, 79R, 79S, 79T, 79V, 42B, 42H, 70F, 420A; **Navy**-NC, NCC, NCR, PS, YN, YNS, 120X, 168X, 641X, 741X; **Coast Guard**-YN, PERS, RCM10, SEI11; **Marine**-0111, 0147, 0171, 48218411, 8412, 8421, 8422, 0102, 0170, 4801, 4802, 4803, 4804, 4810, 8840; **Air Force**-3F0X1, 3F3X1, 3F4X1, 3F5X1, 3G0X1, 8A100, 8R000, 8R200, 8R300, 38FX, 83R0, 87Z0, 99G0 other related fields pertaining to the minimum experience requirement may meet the minimum qualifications for this position and are encouraged to apply. Additional Military Crosswalk information can be accessed at: http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf

The selected applicant must show proof of eligibility to work in the U.S. in compliance with the Immigration Reform and Control Act. Proof of eligibility to work in the U.S. will be confirmed using E-Verify. All males who are age 18 through 25 and required to register with the Selective Service must present proof of registration or exemption from registration upon hire.

IMPORTANT NOTE TO ALL APPLICATIONS: Only applicants scheduled for interviews will be contacted. Should you be contacted for an interview and require reasonable accommodation, please inform the scheduling representative of such accommodation.

HOW TO APPLY

Submit a completed official State of Texas Employment Application Form, Applicant EEO Data Form with original signature to TBPELS Attn: Human Resources 1917 S IH 35 Austin, Texas 78741-3702, by email to suzanne.retiz@pels.texas.gov or through CAPPs Recruit. Applications that are incomplete and or hand-written, double-sided will not be considered. Resumes are optional and may be included with the official State of Texas Employment Application Form, but not in lieu of the form.